


Change media ownership & add collaborators

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This article is designated for all users.

About

Media owners can change the media ownership to someone else, this can be useful for example, in case the owner is leaving the organization or switching responsibilities and someone else needs to take ownership of the media. They can also add co-editors, co-publishers, co-viewers, and Webcasting moderators to their media. Adding media collaborators will allow the media to be available on their personal My Media.

 If you cannot access this functionality, ask your administrator to give you the required permission.

Change media ownership

1. Access the [Edit Media Page](#).
2. Click on the **Collaboration** tab.
3. Click **Change media owner**.
The Change Media Owner window is displayed.
4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from 3rd letter and on).
5. Click **Save**.

Add Collaborators

Adding a user as a collaborator doesn't provide the user with capabilities overruling their KMS role. For example, when a user with a viewer role is added as a co-editor or co-publisher, that user will not have the ability to edit or publish content.

To add collaborators

1. Access the [Edit Media Page](#).
2. Click on the **Collaboration** tab.
3. Click **+Add Collaborator**.

The **Add a Collaborator** window is displayed.

The types of collaborators and their permissions are as follows:

- Co-Editor - can edit the entry's details and metadata, trim media, replace media, edit captions, edit chapters, and edit slides. Co-editors can't delete media or add new co-editors and co-publishers. Co-editors can see the analytics page for the media they co-edit.
 - Co-Publisher - can publish media to their entitled Categories or Channels. This option must be enabled by your KMS administrator for this tab to display. Group support can be enabled for the Media Collaboration features. When enabled, you can select groups that may be assigned as co-editors/publishers for an entry.
 - Co-Viewer - can only view media and doesn't have editing or publishing permissions. They are allowed to view unlisted entries.
 - Kaltura Webcasting Moderators - also added through the Media Collaboration Tab. Only Media Owners can assign Webcasting Moderators for a Kaltura Webcasting event. Only after a Webcasting Moderator is assigned as a collaborator, the Moderator View be launched through the Actions menu in the Webcast Event URL. Webcast Moderators can send announcements, respond to questions, mark questions in queues, and answer on air.
4. Enter the collaborator's user name or ID or the group's name or ID. You can add users/groups that are available on the site and you can use the auto-complete function (from 3rd letter and on).
 5. Choose the type(s) of permissions for the collaborator you are adding to the media entry.
 6. Click **Add**.
 7. To view the collaborators' permissions, click **View all Permissions** and select the type of collaborator.

Use the editing options/icons in the Actions column to edit/delete the collaboration options.

Your KMS administrator can also configure the option of adding co-editors, co-publishers, co-viewers or Webcast Moderators during upload of an entry in KMS or KAF.

Filter entries for which you have privileges

1. On the My Media page, click on **Filters**.
2. Select one of the filters:

[template("cat-subscribe")]
